



HRO-13-05
15 May 2013

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager Classification/Manpower

MAJ Edwin Davis x8414

SMSgt Deb Burling x8187

OC Jessica Pan x8182

Recruitment, Staffing & Pay Benefits & Services

Ms. Denise Anderson x8177

Ms. Deb Tankesley x8173

MSgt Jody Kouma x8190 (out of office 1 Oct 12 – 1 Jun 13)

SSG Christine Braun x8179

Technician Training /Travel

Ms. Diane Voichoski x8184

SGT Michelle Berry x8185

UPDATED – HRO website: <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (APR/MAY):

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

APRIL

15 Years: Mark Makovicka (ARNG)

20 Years: Genine Hovick (ARNG)

MAY

10 Years: Douglas Carlson (ANG)

Ashley Day (ANG)

Russell Eddy (ARNG)

Matthew Greathouse (ARNG)

15 Years: Jason Meyer (ARNG)

Federal Employee Retirements:

Glen Curtis (ARNG) – 19 Apr

Ward Lyman (ANG) - 10 May

Eugene Rains (ARNG) – 31 May

Teresa Flynn (ARNG) – 31 May

Randy Markwardt (ARNG) - 31 May

William Kerns (ANG) - 18 Jun

Michael Nagasawa (ARNG) – 28 Jun

Mark Lindgren (ARNG) – 1 Jul

Address Changes:

All Technicians need to review their correspondence address in MyPay. HRO is receiving numerous DFAS messages of returned documents. The correspondence address in DFAS is used for mailing documents that pertain to TSP passwords, annual statements, proof of military deposits and is also used by EBIS, MyBiz, MyWorkplace and other programs.

Verification of Employment:

Need verification of hire date or salary for home loans, car loans or other financial purposes?

- Log into MyBiz
- Select "Employment Verification"

- Selection information to send
- Enter the loan officer or lender's e-mail address
- Verify your e-mail address is correct in "My E-mail"
- You can print a copy of the receipt document reflecting the information being submitted. Acknowledge and submit. Confirmation will be received.
- Access your e-mail to retrieve the system generated password. This password must be forwarded to the loan officer or lender to open the password protected document.

Voluntary Leave Transfer Participant:

The following employee has been approved as a leave recipient under the Voluntary Leave Transfer Program due to medical reasons:

Heather E. Burkholder, Health Technician, GS-08, ANG

Employees who would like to voluntarily donate annual leave may submit in distribution or scan their OPM donor forms to the HRO, JFHQ Bldg, ATTN: HRO-Tech Svcs.

An OPM Form 630-A when the technician is in the same agency as the donor and an OPM 630-B when in a different agency. Air Guard and Army Guard are considered different agencies.

Forms can be located at the HRO website, Technician Branch under Voluntary Leave:

<http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx> POC: Deb Tankesley, Ext 8173.

Military Deposits!!:

Notice from Civilian Personnel, Office of Personnel Management (OPM) and DFAS:

Employees who are anticipating resignation or retirement in the near future who have unpaid military service deposits need to be aware of a change in procedure which may impact the ability to make payment for credit. Military service deposits must now be paid in full and posted at DFAS prior to the date of separation.

In the past, employees were allowed to make payment for military service even after the date of separation, up to the date that their retirement was finalized. The Office of Personnel Management (OPM) recently directed that payment of military service deposits after the date of separation may only be made in cases of administrative error. The deposit must now be paid in full prior to the date of separation or retirement.

Processing time for Military Service Deposits is approximately 120-180 days for the lump sum payment to be posted at DFAS. The timeframe is largely dependent upon volume of requests and could be longer depending on number of cases in process at a given time. Technicians anticipating retirement in the next 6 months who wish to pay their military deposit should initiate the process immediately.

Benefit Changes:

Areas that need review upon marriage, divorce, birth of a child or other Qualifying Life Events (QLE).

FEHB, FEGLI and TSP changes are accomplished on EBIS – www.abc.army.mil

Federal Employees Health Benefits (FEHB): Sign up or plan changes for New Hires, Open Seasons, Qualifying Life Event (QLE) or Return to Duty (RTD) from military duty over 30 days.

Federal Employees Group Life Insurance (FEGLI): Sign up for New Hires or changes due to QLE's.

Thrift Savings Program (TSP): Sign up or change allotment amount deducted from bi-weekly pay. Option changes for Traditional or Roth.

Information on EBIS or OPM - www.opm.gov/healthcare-insurance/ and TSP www.tsp.gov

Thinking About Retirement (Insurance):

When you retire:

FEHB - You are entitled to continue health benefits coverage if you have been continuously enrolled for the 5 years immediately before the date of retirement. The 5 year requirement period can include time covered as a family member under another persons FEHB or time covered under TRICARE as long as you were covered under an FEHB enrollment at the time of retirement. Premiums are the same and you will be eligible to make changes during Open Season or when you experience a qualifying life event. If you cancel your FEHB you will not be able to re-enroll unless you had suspended it in order to enroll in Medicare, TRICARE or other similar government programs. If you want your surviving family members to continue FEHB after your death, you must be enrolled for Self and Family at the time of your death and at least one family member must be entitled to an annuity as your survivor.

FEGLI - You are eligible to continue your FEGLI life insurance coverage(s) if you had the coverage for 5 years immediately before your separation date or all period(s) of service during which that coverage was available to you. You will choose how you wish your coverage(s) to continue during your retirement. You cannot elect or increase coverage after you retire. You may reduce or cancel the coverage.

FEDVIP - You can continue coverage into retirement. There is no 5 year requirement.

FLTCIP - Federal Long Term Care Insurance continues into retirement provided you continue to pay premiums.

FSAFEDS - You will no longer be eligible to participate. Your FSA will terminate as of the date of your retirement, and you will not be eligible to enroll as an annuitant. Any remaining funds for which you have not incurred eligible expense while employed will be forfeited. You can still submit claims for expenses incurred prior to the date of your retirement. If you used your entire elected amount before you contributed all of it from your pay, you will not be responsible for the remaining payments.

Technician Travel & Training

DTS Authorizations - ARNG

Remember to check DTS to verify your authorization is approved before traveling. We've had recent cases where technicians could not file travel vouchers when they returned because their DTS authorization never got approved.

Substantiating Records - ARNG:

Please upload your Letter of Instruction (LOI)/Memorandum of Instruction (MOI) to the Substantiating Records area in your DTS authorization.

Federal Employee Retirement System (FERS) Training

The class scheduled for 9 May 2013 has been cancelled.

PEC Course: NGRM-101, Intro to ARNG Resource Management

This course is scheduled for 23-25 July 2013 at Camp Ashland, NE. Registration POC is CSM Wilfred Uhing (402) 309-8305 (wilfred.j.uhing.mil@mail.mil).

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[Human Resources Information Systems \(HRSIS\)](#)

HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager – x8189
SGT Michelle Berry – HR Assistant – x8185

My Workplace and PAA

If you are a new Supervisor of Technicians and don't see a My Workplace link on the DCPDS Portal page, please contact SMSgt Courtney or SGT Berry. We will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

PAA – (Performance Appraisal Application): if you are a new supervisor of Technicians, please check to ensure you can see all of the Technician employees you supervise within My Workplace. If you don't see those you need or see other Technicians, please contact us and we will help sort it out for you.

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[State Personnel](#)

HRO-SP Staff

HR Manager	Ms. Kari Foote	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Jessie Bockelman	x8178

Open Enrollment

Open Enrollment is scheduled to begin on May 14, 2013 and end on May 28, 2013 (5pm central). You will need to complete the process on the LINK website – www.link.ne.gov. Once you are at the LINK website, you will log into the Employee Work Center and then click on a link that's on the first screen you come to – on your workfeed screen.

Please review the websites and information as soon as they are available so you can familiarize yourself with the plans and how to complete open enrollment. **Everyone must log into the Employee Work Center (in LINK) and complete the open enrollment process** even if they don't want any of the State's insurance plans or do not want to change any of the plans they currently have with the State.

Health Assessments

Don't forget !! – Employees, and their spouses (if applicable), that are currently enrolled in any of the four State medical plans need to complete their health assessment(s), **by May 31, 2013**.

If you are signing up for the Wellness Plan for the first time (because you are a new employee from November 2, 2012 through May 1, 2013 or are not in any of the State's medical plans for the current plan year), after open enrollment you will need to watch for letters that will arrive at your home address that give you, and your spouse (if applicable), information on how and when to complete your health assessments. This is one of the requirements that allow employees to have the Wellness plan coverage in the new plan year.

For employees and spouses (if applicable) that are currently enrolled in any of the four State medical plans, you would have **also** needed to **complete one of the fitness programs** (signed up for Walk this Way and logged you points on the Health Fitness website, participated in one of the coaching programs or one of the other programs offered) **and have completed a biometric screening** by the appropriate deadline. Programs usually need to be completed before March 31 of each year to continue in the Wellness Plan for the upcoming plan year. **Always check the Health Fitness website for the exact dates.** (Note: The last biometric screening event this year is to be held on May 29, 2013 – see below)

To review all the details on the requirements and to access your wellness programs provided by Health Fitness go to www.wellnessoptions.nebraska.gov . Check your completion status checklist on the website to see what steps have been recorded as complete and what steps you need to work on. If you do not have access to the website (not enrolled in one of the State's four medical plans) please contact Tim Diedrichsen at 402-309-8180.

Note: The Military Department's biometric screening event was held the morning of April 8, 2013 at the Joint Force Headquarters Third Floor Conference Room. If you were not able to attend the screening and still need to complete the **biometric screening requirement** there are other screening **events through May 29, 2013** (the last one is at the Corrections Central Office, Bldg 1, LL Break Room, Folsom & West Prospector, Lincoln from 7am - 11am; on May 29, 2013)

Employee and Supervisor / Manager of the Year Nominations

1. The agency is providing the opportunity to nominate employees and supervisors for recognition. Each year we recognize one deserving state employee and one deserving state supervisor/manager with the annual Employee and Supervisor/Manager of the Year Awards. You are encouraged to nominate one person from each category.
2. Any permanent state employee or supervisor/manager is eligible to receive this recognition, with three exceptions. Employees on original or disciplinary probation, members of the selection committee, and the past year's honorees are not eligible for nomination.
3. Below are criteria which you may use when nominating a Supervisor/Manager. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance.

The supervisor/manager must have documented examples of achievement in:

- (a) Effective management.
- (b) Staff development.
- (c) Professional skills.
- (d) Other job related activities.

4. Below are criteria which you may use when nominating an Employee of the Year. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance. Include special contributions the employee is noted for, during the past year.

Some examples are:

- (a) Has the employee completed a task or project of substantial importance to the agency and/or state government as a whole? If so, provide an example(s).
 - (b) Has the employee continually interacted with co-workers and the public in a positive manner? Cite examples.
 - (c) Has the employee found ways to improve job functions? Cite examples.
5. A nominee should not be chosen for Employee or Supervisor/Manager of the Year based primarily on length of service. Length of service awards are presented under a separate program. However, if length

of service is coupled with specific performance actions this may be considered. Appropriate examples should be provided to document this.

6. Nominations for Employee of the Year and Supervisor/Manager of the Year are to be sent to Kari Foote in State Human Resources, 2433 NW 24th Street, Lincoln, NE 68524 (If Kari is not available, please give nominations to Jessie or Tim). Please submit your nomination in writing along with a summary of why the person was selected, no later than COB 7 June 2013. Thank you for your participation. **Be sure to be detailed and cite specific examples in your nomination(s).**

Dependent Status Change – Terminating Coverage

Please be sure to notify personnel in the State Human Resources Office (2433 NW 24th Street) as soon as you know of a status change event for a dependent that may need to be added or dropped from your state insurance plans. Employees will need to initiate changes in the Employee Work Center (EWC). The process to drop or add a dependent must be completed **within 30 days** after the status change event. The date of the status change event is the date when a dependent loses insurance coverage (last day of coverage) or gains insurance coverage because they are newly eligible for insurance elsewhere (first day of coverage).

If a dependent is no longer eligible (for example, dependent turns age 26), coverage officially terminates at the end of the month in which the status change event occurs, but employees still need to complete the process in EWC to drop the dependent from their coverages.

Also, even if there won't be a change in the premium amount for the insurance, Human Resources should be notified so **COBRA** coverage can be offered. There is only a small window of time to take advantage of COBRA coverage so it is important to notify Human Resources soon after a status change, if not before.

Various factors may change what you can do in certain situations, so it's best to always to **check with the HR office to see what is required and what deadlines there are as soon as you know that a status change event is near.**

Nearing Retirement Age? – Medicare Packet Available

If you are nearing retirement and have questions about signing up for Medicare, the State Human Resources office can get a packet for you that will help you understand your options. Employees should try to contact the HR office 4 to 6 months ahead of their eligibility for Medicare.

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Brent Flachsbart, AGR Manager (402) 309-8174

SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

SFC Roger Ramos, Personnel Sergeant, (402) 309-8183

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

SSG Amber Engelman, Personnel Services Sergeant, (402) 309-8181

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments
- Good Conduct Medals
- Air Occasional AGRs

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2015. Visit the following web site for more information: https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT_022_2013_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.pdf

Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

BAH for Deployed Soldiers: Effective 3 April 2013, when an AGR is mobilized for active duty other than AGR duty without a break in service, the member's BAH/OHA is based on the PDS and rate protected. The change requires Basic Allowance for Housing (BAH) to remain at the Permanent Duty Station (PDS) rate when a Soldier transitions from Active Guard Reserve (AGR) to active duty, without a break in service. AGR Soldiers mobilized prior to 3 April 2013 and receiving BAH/OHA based on primary residence will continue to receive this rate until they transition back to AGR duty.

Army:

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Reassignments: - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

DTS – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their

flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

Pay and Entitlement Documents – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

ADOS/Mob Augmentee – All Soldiers coming on ADOS tours greater than 30 days need to in-process with SSG Engelman. Call to set up an appointment. Females need to have a pregnancy test completed with Med Det no sooner than 15 days prior to the start date of orders.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Ramos.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Whisenhunt, (402) 309-1572.

TriCare Dental Program: MetLife's contract to administer the TDP began 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or Nicholas.curto@us.army.mil for further questions and information.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon 3500 Fetchet Ave Andrews AFB, MD. 20762
DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

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[Equal Employment Office/Diversity/Organizational Development](#)

(Point of contact for the following information is LaVonne Rosenthal, 309-8111.)

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